

# **DeskMate™**

## **QUICK REFERENCE**

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DeskMate™, A Quick Reference  
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## GENERAL KEY USAGE

### All Applications:

- F1** Backspaces; deletes character in front of marker.
- F2** Displays DeskMate subfunctions.
- F3** Saves data in current file; returns to previous operation or menu; exits to TRSDOS from Main Menu.
- SHIFT F3** Cancels changes; returns to Main Menu (Text and Worksheet only); exits to TRSDOS from Main Menu.
- BREAK** Cancels current request, prompt, or command.

### Within an Application:

- ↑** Moves marker to previous line.
- ↓** Moves marker to next line.
- ←** Moves marker left one position.
- Moves marker right one position.
- SHIFT ↑** Moves marker to top line of screen.
- SHIFT ↓** Moves marker to bottom line of screen.
- SHIFT ←** Moves marker to left margin of screen.
- SHIFT →** Moves marker to right margin of screen.
- CLEAR ↑** Displays first item in file.
- CLEAR ↓** Displays last item in file.
- CLEAR ←** Displays previous item in file.
- CLEAR →** Displays next item in file.
- CLEAR** Selects desired function in application.
- 0 - 9**

**Note:** Arrow key usage may vary slightly in some applications. See the sections of this card describing specific applications for exceptions to these key usages.

## SUBFUNCTIONS

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At Main Menu, Press **F2** for subfunctions.

- |       |   |
|-------|---|
| HELP  | Displays reference information on current screen in an application.   |
| ALARM | Displays the previous and next ALARM events.  |
| CALC  | Displays the CALCULATOR function. Type each operand and operator (or choose operator from function line), and press <b>ENTER</b> .  |
| PHONE | Displays PHONE function. Enter up to 39 listings, each consisting of 3 initials, name (last name, first name), and phone number. Enter PREFIX codes (1-3) for special codes to precede phone numbers ( <b>P</b> for 1 second pause). Enter area code (ACODE). Special functions are:<br><br>FIND — Enter characters for which to search. Marker moves to first match. FIND again for next match.<br><br>CALL — Dials number at current marker position (if equipped with auto dialing modem). Area code dialed only if different from local area code. All selected prefix codes are dialed (1, 2, 3 order).<br><br>PREFIX 1 - 3 — Selects PREFIX 1-3 for automatic dialing.<br><br>SORT — SORTs entries alphabetically, according to name. |

PRINT — PRINTs phone list on printer.

DELETE — Clears data on current phone entry line.

ADD — Opens up a phone entry line at current marker location.

SCREEN Prints a copy of the SCREEN.

PRINTER Displays the PRINTER settings screen.  
Fields are:

Left Margin — Column position at which printing should begin. Default = 0.

Printed Line Width — Maximum number of characters to print on line. Default = 80.

Total Lines per Page — Length of paper.  
Default = 66.

Printed Lines per Page — Maximum number of lines to print per page. Default = 60.

Pause between Pages (Y/N) — Instructs printer to pause or continue after each page. Default = Y.

DATE Change system DATE and time.

ALARM ON/OFF Turn ON or OFF the ALARM function. (You cannot use ALARM ON/OFF when in the ALARM entry function.)

## FILE CREATION AND SELECTION

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### Creating:

1. At Main Menu, use arrow keys to move marker to desired application. Press **(ENTER)**.
2. Type filename of up to 8 characters, using no punctuation or blanks. Filename must begin with letter. Specify drive number using **:d**, where **d** is desired drive number (optional, default is drive 1). Press **(ENTER)**.

### Selecting:

1. At Main Menu, press **(↓)** to move to data file area.
2. Use arrow keys to move marker to desired file. Press **(ENTER)**.

DeskMate chooses appropriate application for chosen file.

**Note:** **(↑)** returns marker to application area.

# MAIN MENU

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## Functions:

- DATE      Change system DATE and time.
- NAME      Change the NAME of a file.
- FREE      Displays amount of FREE space on Data diskette (in bytes).
- ALARM     Displays ALARM function. On blank line, enter REMIND@ time, DATE, BEGIN and END times, and DESCRIPTION for each ALARM event. Special functions are:
- MERGE    MERGEs a Calendar file into ALARM file. Enter Calendar filename.
- SELECT   SELECTs (defines) block of events. Place marker on first event for block; SELECT, then move marker to last event for block. COPY or DELETE block.
- COPY     Duplicates selected event block in the copy buffer. Press a second time to COPY to a document (Text application) file on diskette. Enter name for document file.
- DELETE   Events Selected: DELETES block of events.
- No events Selected: DELETES event line under marker.

ADD	*Displays blank line for ADDing new event. Enter event REMIND@ time, DATE, BEGIN and END times, and DESCRIPTION.
HOST	Places DeskMate in HOST mode for remote job entry.
PASSWD	Assigns PASSWORD for restricting access to DeskMate and HOST. Type a password of up to 8 characters, using no punctuation or blanks. Password must begin with letter. Press (ENTER).
SELECT	SELECTs (defines) more than one data file in an application for deletion.
COPY	Duplicates selected file. Enter filename from which to COPY, or press (ENTER) to use file shown. Enter name of new file to which you are copying. (Specify drive number with :d, where d is the desired drive number, optional.)
DELETE	Files Selected: DELETES block of files from diskette.  No Files Selected: DELETES file from diskette. Enter name of file to delete, or (ENTER) for file under marker.
SWAP	SWAP (change) Data diskettes. Enter drive number for SWAP. Change diskettes; press any key to continue.

## TEXT

### Arrow and Function Key Usage:

Same as General Key Usage, except:

(SHIFT) (↑)	Moves marker to top line of screen (at top line of screen, moves marker to previous screen).
(SHIFT) (↓)	Moves marker to bottom line of screen (at bottom line of screen, moves marker to next screen).
(CLEAR) (↑)	Displays beginning of document.
(CLEAR) (↓)	Displays end of document.
(CLEAR) (←)	Not used.
(CLEAR) (→)	Not used.
(CLEAR) (E)	EXCHANGE function (see "Functions," below).

### Functions:

FIND	Searches for specific phrase in document. Enter text for which to search. (No distinction between uppercase and lowercase characters is made during FIND search.) Marker moves to first match; request ignored if no match found. FIND again, then press (ENTER) for next match.
PRINT	Prints current document. Use PRINTER subfunction to check printer settings before using PRINT.
ADD/ REPLACE	Switches between ADD mode (inserting characters) and REPLACE mode (replacing existing characters).

**FORMAT** Changes line width of displayed text (maximum 79 characters). Does not affect printing width.

**MERGE** MERGEs another Text file into current document. Move marker to desired insert location; MERGE, then enter filename to merge.

**SAVE** SAVEs (stores) document in its current form. Enter filename for diskette file. (Documents automatically saved upon exiting Text.)

**SELECT** SELECTs (defines) text block. Place marker on first text for block; SELECT, then move marker to last text for block. All text between current marker position and position of marker when SELECT is chosen is highlighted. COPY or DELETE highlighted text.

**COPY** Text Selected: Duplicates selected block, places it into copy buffer. INSERT the text at another location within document, or COPY again to save contents of copy buffer on diskette. Enter filename for copy buffer save.

No Text Selected: Loads file from diskette to copy buffer. Enter name of file from which to load. Position marker; INSERT new text into document.

**DELETE** Text Selected: DELETEDs text block from document.

No text Selected: DELETEDs character under marker.

**INSERT** INSERTs contents of copy buffer at current marker location.









**EXCHANGE** Searches for and replaces specific text. Enter text for which to search, and text to use as replacement. Marker moves to first match. Press (Y) to replace string and go to next match; (N) to skip to next match.

# WORKSHEET

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## Arrow and Function Key Usage:

Same as General Key Usage, except:

-  Moves marker left one cell.
-  Moves marker right one cell.
- SHIFT**  Moves marker to top row of screen (at top row, moves marker to previous screen).
- SHIFT**  Moves marker to bottom row of screen (at bottom row, moves marker to next screen).
- CLEAR**  Moves marker to Row 1 (at Row 1, moves marker to column Label area).
- CLEAR**  Moves marker to last row on worksheet.
- CLEAR**  Moves marker to Column 1 (at Column 1, moves marker to row Label area).
- CLEAR**  Moves marker to last column on worksheet.
- CLEAR** **P** PRINTs selected area of worksheet, or current window (screen) if nothing selected.
- CLEAR** **O** Clears OUTCOMES (results) on worksheet.

## Functions:

- FIND** Searches for specified set of characters or moves marker to specified cell. Enter string for which to search, or cell location (for example, **R5C4** or **C4R5** for Row 5, Column 4).
- CALC** CALCULATEs spreadsheet, using current formulas and data; displays results. Enter any constants (?) as requested. **CALC** a second time for cells that were not filled in during the first calculation because they referred to a previous cell, not yet calculated. (See the Reference Manual.)



**FORMULA** Defines **FORMULA** for cell or all selected cells. Use the following operators and functions:

+	Addition	<b>AVG</b>	Average of values
-	Subtraction	<b>MAX</b>	Maximum value
*	Multiplication	<b>MIN</b>	Minimum value
/	Division	<b>SUM</b>	Sum of values
!	Power	<b>CMT</b>	Column summation
		<b>RMT</b>	Row summation

<b>ABS</b>	Absolute Value	<b>LOG</b>	Logarithm
<b>ATN</b>	Arctangent	<b>SGN</b>	Sign
<b>COS</b>	Cosine	<b>SIN</b>	Sine
<b>EXP</b>	Exponential	<b>SQR</b>	Square Root
<b>INT</b>	Integer Truncation	<b>TAN</b>	Tangent

Parentheses enclose cell or constant to use with formulas, for example: **SUM(R5)**.

Special formula operations:

- ?** Indicates constant to be entered during calculation.
- #** Precedes cell location to mark it as "direct reference" for formula (does not change to current row or column when entered in more than one cell).

**TEXT** Defines selected block of cells as text area. Enter text without regard to cell boundaries. **(BREAK)** to exit **TEXT**. Row or column insertion does not affect contents of **TEXT** block. **TEXT** block may be enlarged by defining new block that completely encloses old block.

Perform functions only on entire **TEXT** block. Partial **TEXT** may be selected, then copied or merged, but selected **TEXT** is copied as individual cells.

**FORMAT** Cell: Changes cell contents to specific **FORMAT**. Default is **\$**. **FORMAT** indicators are:

- L** Left-justified
- R** Right-justified
- D** Decimal format (enter number of decimal places)
- I** Integer (whole number)
- \$** Dollar format (two digits after the decimal)

Column Label: Changes column width. Change all columns (**ALL**, *Width*), a specific column (*Col. no.*, *Width*), or current column (*Width*).

**MERGE** Cells Selected: Saves selected area to Worksheet file on diskette. Enter filename for save.

No Cells Selected: Loads and inserts Worksheet file from diskette at current marker location. Enter name of file to load.

SELECT	Defines block of cells on which to perform another function. Place marker on first cell for block; SELECT, then move marker across row and up or down column to include entire area in rectangle. Use FORMULA, TEXT, FORMAT, MERGE, COPY, or DELETE.
COPY	Duplicates selected block; places it into copy buffer. INSERT Worksheet block at another location. If no cells selected, COPY to save contents of copy buffer on diskette as document (Text application) file. Enter name for document file.
DELETE	Cells: DELETES cell or selected block from worksheet.  Row or Column Label: DELETES all data (except TEXT) in row or column under marker. All following rows or columns, all formulas, and TEXT are adjusted.
INSERT	Cells: INSERTs contents of copy buffer at current marker location.  Row or Column Label: INSERTs a new row or column at current marker location. All following rows or columns, all formulas, and TEXT are adjusted.
PRINT	Cells Selected: PRINTs selected block (may include the entire worksheet).  No Cells Selected: PRINTs the current window.
OUTCOMES	Clears the OUTCOMES (results) on the worksheet.

## FILER

### Arrow and Function Key Usage:

Same as General Key Usage, except:

<b>SHIFT</b> ←	Moves marker to first character in field.
<b>SHIFT</b> →	Moves marker to last character in field.
<b>SHIFT</b> ↑	Moves marker to first field on screen.
<b>SHIFT</b> ↓	Moves marker to last field on screen.

### FORM Function:

Automatic if new file. Enter up to 21 lines of fields. Type Label for each field, press **(ENTER)**. Press **(ENTER)** to specify a 58 character field, or type appropriate number of dots to specify field length, and press **(ENTER)** (edit characters optional). FORM subfunctions are:

ORDER	Identifies field as sort "key." Press priority number, or <b>(ENTER)</b> for next available number. Priority fields sort first; other fields in order of appearance.
PACK	PACKs the data in a file to improve the file's efficiency. Use when efficiency drops below B.
NUMBER	Right justifies data in field. Aligns numeric fields by decimal, if any.
DELETE	Label Area: DELETES entire field under marker, including Label.  Field Area: DELETES character under marker.

ADD Label Area: Inserts blank line at current marker position.

Field Area: Inserts one character at current marker position.

After form set up, (F3) to exit; blank form displays for record entry. In file containing records, first record in file displays when file opened. Enter data on blank form, or change data in existing record. Exiting record, file, or using a function saves entry/changes.

### Functions:

FIND Searches for specific data in file. Enter data for which to search in appropriate fields. Special data indicators and functions are:

? Ignore character in this position.  
 \* Ignore all characters preceding or following.

RESET Resets FIND criteria.

MARK Switches between marked and unmarked fields for DISPLAYing or PRINTing. Default is marked; \* displays in Label area.

Specify match Equal To, Greater Than or Equal To, or Less Than or Equal To specified search data. FIND again to start search. First match displays. (CLEAR) (←) for next match; (CLEAR) (←) for previous match.

CALL Dials phone number under marker, using auto dialing modem and current PHONE subfunction information. Check Voice Dialing Definition settings in TELECOM before you use CALL.

DISPLAY DISPLAYs, in horizontal format, all records matching current FIND criteria.

PRINT PRINTs, in horizontal format, all records matching current FIND criteria.

FORM Displays FORM. PACK file if you make changes to form. (See "FORM Function.")

MERGE MERGEs another Filer file into current file. Move marker to desired location; MERGE, then enter file name to merge. Files **must** have same FORM.

SELECT Define contents of current record for copying. COPY record immediately.

COPY COPY data in selected record, horizontally, to a document (Text application) file on diskette. Type document filename; press (ENTER).

DELETE DELETEs currently displayed record.

ADD Display blank form for adding new record. After record entered, ADD again to display another blank FORM for adding next record.

# TELECOM

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## Arrow and Function Key Usage:

Same as General Key Usage, except **CLEAR** is not used with the arrow keys.

### Functions:

RESET	Sets default Telecom status (No, 300, 8, None, 1, Yes, No, No, and No, respectively). Retries is set to 0. Current settings are always highlighted.
SELECT	Changes to setting under marker. Can also place marker on new setting, press <b>(ENTER)</b> to select it. On Auto Dialing Modem, displays Computer, Voice, and Answer mode definition screens.
COMP	Defines COMPUTER dialing sequence for Terminal mode in Telecom.
VOICE	Defines VOICE dialing sequence for PHONE and FILER.
ANSWER	Defines ANSWER sequence for HOST.
AUTOLOG	Executes an AUTO LOGON sequence. Enter filename, or press <b>(ENTER)</b> to use current file.
EDITLOG	Creates (or EDITs existing) AUTO LOGON sequence. Enter filename for sequence. <b>(ENTER)</b> again if new file. Use functions to create sequence, entering responses or prompts appropriate to host system for each. Special functions are:

STATUS Places STATUS in autolog sequence. Current Status screen displays. Check settings; press **(F3)**. Status summary displays on Autolog screen.

CALL Places dialing sequence in autolog sequence. Enter sequence.

RECEIVE Searches for specified prompt from host. Type prompt text to RECEIVE, including any control codes; press **(ENTER)**.

SEND Specifies responses to host prompts. Type text to SEND; press **(ENTER)**.

PAUSE Places PAUSE in autolog sequence. Enter number of seconds or **(ENTER)** for 1.

DELETE DELETES sequence item under marker.

INSERT INSERTs sequence item at current marker position.

**(F3)** to save completed autolog sequence. Enter autolog filename, or **(ENTER)** for current file. Returns to Status screen.

TERM Enters interactive TERMINAL mode. Special functions are:

BUFFER Opens/closes RAM BUFFER in which to capture text of TERMINAL session, appending it to current BUFFER contents.

CLEAR CLEARs RAM buffer (previous contents lost).

RECEIVE Downloads file from host. Enter name of file to RECEIVE. No restrictions on file type.

SEND Uploads, or transmits, diskette file to host. Enter name of file to SEND.

PRINTER Switches PRINTER option on/off. When on, text of TERMINAL session is sent to printer, as well as screen.

BREAK Generates BREAK sequence (250ms null).

CALL Dials a phone number. Enter dialing sequence.

DISC DISCONNECTs communication (hangs up).

**(F3)** to return to Status screen.

DISPLAY DISPLAYs contents of RAM buffer. **(ENTER)** to return to Status screen.

PRINT PRINTs contents of RAM buffer; returns to Status screen.

SAVE SAVES contents of RAM buffer on diskette as document (Text file). Enter document name. Returns to Status screen.

LOAD LOADs file from diskette to RAM buffer. Enter name of file from which to load. Returns to Status screen.

CLEAR CLEARs RAM buffer (previous contents lost).

# CALENDAR

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## Arrow and Function Key Usage:

Same as General Key Usage, except:

- |                       |  |
|-----------------------|--|
| <b>SHIFT</b> <b>↑</b> | Moves marker to first field on screen. |
| <b>SHIFT</b> <b>↓</b> | Moves marker to last field on screen.  |
| <b>SHIFT</b> <b>←</b> | Moves marker left one field.           |
| <b>SHIFT</b> <b>→</b> | Moves marker right one field.          |
| <b>CLEAR</b> <b>←</b> | Displays the previous day.             |
| <b>CLEAR</b> <b>→</b> | Displays the next day.                 |

## Functions:

**FIND** Searches for specific event(s). Enter data for which to search in appropriate fields. Special data indicators are:

- ?** Ignore character in this position.
- \*** Ignore all characters preceding or following.

Specify match Equal To, Greater or Equal To, or Less Than or Equal To specified search data. **F3** to start search. First 12 matches display. **↑** and **↓** to scroll through matches.

**DATE** Sets Calendar to specified DATE. Enter date in *mm/dd/yyyy* format. Month, weekly chart, and daily events display for date entered. System date not affected.

**PRINT** PRINTs all events matching current FIND, or for current date.

**ALARM** Places all selected events into ALARM file. Alarm time set for 30 minutes prior to event begin time.

**MERGE** Events Selected: MERGEs all selected events into another Calendar file. Enter name of file in which to merge events.

No Events Selected: MERGEs another Calendar file into current file. Enter name of file from which to merge events.

**SELECT** Defines block of events, on which to perform another function. Place marker on first event; SELECT, then move marker to last event. MERGE, COPY, DELETE, or place the SELECTed block into the ALARM file.

**COPY** Places all selected events into copy buffer. COPY again to save contents of copy buffer to a new document (Text file) on diskette. Enter name for document file.

**DELETE** DELETEs all selected events, or event under marker if none selected.

**ADD** ADDs events. Enter DATE (**ENTER** for current date), BEGIN and END times, in HH:MM format, and event DESCRIPTION. Event immediately sorted into file by date.

## MAIL

### Arrow and Function Key Usage:

In message listings, same as General Key Usage, except:

<b>←</b>	Not used.
<b>→</b>	Not used.
<b>SHIFT ←</b>	Not used.
<b>SHIFT →</b>	Not used.
<b>CLEAR ←</b>	Not used.
<b>CLEAR →</b>	Not used.

In displayed message, same as General Key Usage, except:

<b>SHIFT ↑</b>	Moves marker to top line of screen (at top line of screen, moves marker to previous screen).
<b>SHIFT ↓</b>	Moves marker to bottom line of screen (at bottom line of screen, moves marker to next screen).
<b>CLEAR ↑</b>	Displays beginning of message.
<b>CLEAR ↓</b>	Displays end of message.
<b>CLEAR ←</b>	Not used.
<b>CLEAR →</b>	Not used.

### Message Listing Functions:

**FIND** Searches for specific message(s). Enter FROM, DATE, and/or DESCRIPTION data for which to search. **ENTER** to skip fields not pertinent to search. All messages that match search criteria display. **F3** to exit FIND mode, return to message listings.

CREATE      CREATes a message. At Create Mail screen, enter FROM, DESCRIPTION, and (optionally) TO data for message. (ENTER) to skip TO, default to current file.) Text screen displays for message entry. Type message, using Text editing features.

            (F3) to save message.

DISPLAY     DISPLAYs message under marker. (F3) to return to message listing. Save any changes to message (in a new message, with the current date and time) by pressing (Y) at Save new message ? (Y/N). The original message remains unchanged.

PRINT       PRINTs message under marker. Must have previously set up printer, using PRINTER subfunction ((F2) to access subfunctions). Returns to message listing after printing complete.

DELETE      DELETes message under marker.

### Display Message Functions:

Same as Text functions. Use any of the Text functions to edit the message. Press (Y) at Save new message ? (Y/N) The new message is saved in the same file, using the same FROM name as the original. The date and time, however, change to reflect the current date and time. The original message remains unchanged.